

A		B	C	D	E	F	G
Executive Summary Details							
Checklist Name: Monthly Bookkeeping							
Description: Monthly bookkeeping process for Month 001, 2024							
Owner: Bookkeeper							
Expected Duration: 1 month							
Workflow Status Details						Job Role Details	
Workflow ID	Workflow status name					Job role ID	Job role name
1	Monthly bookkeeping process					1	Bookkeeper
2	Bi-weekly payroll process					2	Accountant
3	Client & issue					3	Admin
4	Bank and client adjustments						
5	Issue & review reports						
6	Issue & review client						
Section 1: Monthly bookkeeping process (week 1)							
Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date		
1	Review AP report	Bookkeeper	0.25		Start: 01 days prior to start date		
2	Pay bills that are due	Bookkeeper	0.5	1	Start: 01 days prior to start date		
3	Upload all receipts from receipt app to accounting system	Bookkeeper	0.5	2	Start: 01 days prior to start date		
4	Reconcile bank deposits from the POS system in the accounting system	Bookkeeper	0.25	3	Start: 01 days prior to start date		
5	Reconcile deposits from Stripe in the accounting system	Bookkeeper	0.25	4	Start: 01 days prior to start date		
6	Reconcile open transactions from bank accounts in the accounting system	Bookkeeper	1.25	5	Start: 01 days prior to start date		
7	Reconcile open transactions from PayPal in the accounting system	Bookkeeper	0.25	6	Start: 01 days prior to start date		
8	Review uncashed checks	Bookkeeper	0.25	7	Start: 01 days prior to start date		
9	Final check with any questions on weekly transactions	Bookkeeper	0.25	8	Start: 01 days prior to start date		
Section 2: Monthly bookkeeping process (week 2)							
Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date		
1	Review AP report	Bookkeeper	0.25		Start: 01 days prior to start date		
2	Pay bills that are due	Bookkeeper	0.5	1	Start: 01 days prior to start date		
3	Upload all receipts from receipt app to accounting system	Bookkeeper	0.5	2	Start: 01 days prior to start date		
4	Reconcile bank deposits from the POS system in the accounting system	Bookkeeper	0.25	3	Start: 01 days prior to start date		
5	Reconcile deposits from Stripe in the accounting system	Bookkeeper	0.25	4	Start: 01 days prior to start date		
6	Reconcile open transactions from bank accounts in the accounting system	Bookkeeper	1.25	5	Start: 01 days prior to start date		
7	Reconcile open transactions from PayPal in the accounting system	Bookkeeper	0.25	6	Start: 01 days prior to start date		
8	Review uncashed checks	Bookkeeper	0.25	7	Start: 01 days prior to start date		
9	Final check with any questions on weekly transactions	Bookkeeper	0.25	8	Start: 01 days prior to start date		
10	Update work status in "Bi-weekly payroll process" and @ mention Accountant	Bookkeeper	0	9	Start: 01 days prior to start date		
Section 3: Bi-weekly payroll process (1st pay)							
Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date		
1	Review hourly & time tracking app	Accountant	0.5		Start: 11 days prior to start date		
2	Review client approval & net payroll	Accountant	0.25	1	Start: 11 days prior to start date		
3	Sync time tracking app with payroll app	Accountant	0	2	Start: 11 days prior to start date		
4	Run payroll	Accountant	0.25	3	Start: 11 days prior to start date		
5	Update work status in "Monthly bookkeeping process" and @ mention Bookkeeper	Accountant	0	4	Start: 11 days prior to start date		
Section 4: Monthly bookkeeping process (week 3)							

# Bookkeeping Test Guide

**John Franklin Draughon**



## Bookkeeping Test Guide:

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## **Table of Contents Bookeeping Test Guide**

1. Understanding the eBook Bookeeping Test Guide
  - The Rise of Digital Reading Bookeeping Test Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Bookeeping Test Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Bookeeping Test Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Bookeeping Test Guide
  - Personalized Recommendations
  - Bookeeping Test Guide User Reviews and Ratings
  - Bookeeping Test Guide and Bestseller Lists
5. Accessing Bookeeping Test Guide Free and Paid eBooks
  - Bookeeping Test Guide Public Domain eBooks
  - Bookeeping Test Guide eBook Subscription Services
  - Bookeeping Test Guide Budget-Friendly Options
6. Navigating Bookeeping Test Guide eBook Formats

- ePub, PDF, MOBI, and More
- Bookeeping Test Guide Compatibility with Devices
- Bookeeping Test Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Bookeeping Test Guide
  - Highlighting and Note-Taking Bookeeping Test Guide
  - Interactive Elements Bookeeping Test Guide
- 8. Staying Engaged with Bookeeping Test Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Bookeeping Test Guide
- 9. Balancing eBooks and Physical Books Bookeeping Test Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Bookeeping Test Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Bookeeping Test Guide
  - Setting Reading Goals Bookeeping Test Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Bookeeping Test Guide
  - Fact-Checking eBook Content of Bookeeping Test Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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